

February 17, 2005

WEST VIRGINIA BULLETIN NO: WV360-5-14

SUBJECT: PER – Ethics Website Training Modules

Purpose: Identifying key Ethics Training Modules that are essential to specific NRCS employees (mandatory training for all employees).

Expiration Date: September 30, 2005

Action Requested By: April 1, 2005

All NRCS employees are required to complete a refresher course in Ethics Training on the specific modules listed below by March 1, 2005.

The NRCS Ethics Website is located at: <http://www.usda-ethics.net>. Click on “Training Modules,” scroll down until you get to the list of modules, then click on the modules you are required to review.

Every employee should be familiar with all of the Ethics Training Modules, but the following modules are required for each specific group of NRCS employees listed below:

- 1. Financial Management & Management Services.**
 - a. Conflict of Interest**
 - b. Gifts from Outside Sources**
 - c. Use of Government Property & Time**
- 2. Public Affairs Specialist & RC&D Coordinators.**
 - a. Conflict of Interest**
 - b. Participation in Outside Organizations**
 - c. Invitations from Outside Entities**
 - d. Gifts from Non-Federal Sources**

3. Employees active in professional organizations.

- a. Conflict of Interest**
- b. Participation in Outside Organizations**
- c. Use of Government Property & Time**
- d. Fundraising**

*** You should also be familiar with Departmental Regulation 252-1.**

4. Supervisors of employees active in outside organizations.

- a. Conflict of Interest**
- b. Participation in Outside Organizations**
- c. Use of Government Property & Time**

5. Employees who receive invitations to attend an outside meeting where travel is paid by a non-federal source.

- a. Conflict of Interest**
- b. Acceptance of Payments from a Non-Federal Source for Travel Expenses**
- c. Participation in Outside Organizations**
- d. Invitations from Outside Entities**

6. Employees who have a spouse or other family member, close personal friend, or business partner who is employed by an NRCS partner organization.

- a. Conflict of Interest**
- b. Gifts from Outside Sources**

7. All political appointees and other persons who may be considering non-federal employment.

- a. Conflict of Interest**
- b. Seeking Non-Federal Employment**
- c. Basic Post Employment Restrictions**

8. State Office and Field Employees not covered by one of the above categories.

- a. Conflict of Interest**
- b. Gifts from Outside Sources**
- c. Use of Government Property & Time**
- d. Invitations from Outside Entities**

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Please review the modules that apply to you, and send a copy of your certificate (or e-mail confirmation that you completed the modules) to Penny Sheeler at the State Office.

If you have questions, or need additional information, please contact Charlotte Wertz at (304)-284-7551.

/s/ Rick Heaslip Acting for

**LILLIAN V. WOODS
State Conservationist**

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